



## **Administrative Policies and Procedures: 18.35**

**Subject: Referral and Placement of Youth in Regional Youth Development Centers**

**Supersedes: DCS 18.35, 09/01/01**

**Local Policy: No**

**Local Procedures: No**

**Training Required: Yes**

**Applicable Practice Model Standard(s): Yes**

**Approved by:**

**Effective date: 09/01/01**

**Revision date: 11/01/05**

### **Application**

To All Department of Children's Services Employees

**Authority:** TCA 37-5-105, 37-5-106, 37-1-134 (h) and (j).

### **Policy**

DCS Youth Development Centers provide secure facilities for the treatment of the Tennessee's most serious youth offenders. Only those youth needing an extremely high level of security will be referred to a Youth Development Center and will be placed in a Youth Development Center located in the grand region where the youth resides.

### **Procedures**

**A. YDC placement/  
regions**

1. **Wilder Youth Development Center** - will be the preferred placement for male youth living in the **West Tennessee Grand Division**.
2. **Woodland Hills Youth Development Center** - will be the preferred placement for male youth living in the **Middle Tennessee Grand Division**.
3. **Taft Youth Development Center** - will be the preferred placement for male youth living in the **Hamilton County, Upper Cumberland and Southeast Regions of Tennessee**.
4. **Mountain View Youth Development Center** - will be the

preferred placement for male youth living in **Knox County, Northeast and East Tennessee Regions.**

5. **New Visions Youth Development Center** - is the **only placement option for female youth.**

**A. Referral  
Information**

1. Referral packets for youth referred to DCS Youth Development Centers (YDC) must include the following information:
  - a) Cover letter with justification for placement;
  - b) Commitment order along with information regarding prior adjudication history and all pending charges.
  - c) Critical medical information that must include the needs of the child for ongoing medical treatment, information about current prescriptions, and physical disabilities.
  - d) IQ score with adaptive behavior measures or other information to rule out mental retardation, and
  - e) Community Risk Assessment.
2. Referrals made to a YDC from other program placements may require, in addition to the above, the following:
  - a) Psychological Assessment,
  - b) Social history or Functional Assessment with any addenda and revisions,
  - c) Behavior and placement summary for the preceding six (6) months or less depending on the time in the program.
3. For youth previously stepped-down from a YDC and being referred to return to a YDC, the referral packet must include:
  - a) Reclassification/staffing summary,
  - b) Information related to ongoing treatment and placement needs.
4. Unless emergency circumstances dictate otherwise and central office has approved placement, referrals will only be considered after the receiving YDC is provided with all the required information as set out in *Section A, 1* or *A, 2*.

5. Each YDC classification supervisor (or designee) will maintain a log of referrals that includes:
  - a) Youth's name;
  - b) Referring region or program and the date of referral;
  - c) Date of the YDC response;
  - d) Denial or acceptance of referral; and
  - e) If denied admission, justification for denial

**B. Referrals**

1. Regional resource management teams, DCS Group Home treatment teams may refer youth who meet criteria for referral to Youth Development Centers.
2. The YDC classification supervisor will respond in writing (via hard copy or e-mail) to the referring source within twenty-four (24) hours of receipt of a referral packet.

**C. Waiting List**

1. The waiting list for each YDC will be maintained and tracked by the YDC classification supervisor (or designee).
2. Youth accepted into the YDC program will be added to the waiting list by the classification supervisor (or designee).
  - a) The YDC classification supervisor (or designee) must notify the referent when a placement becomes available.
  - b) The referent will coordinate transportation of the youth to the YDC.
  - c) Upon placement, the Classification supervisor (or designee) will remove the youth from the waiting list.
3. Youth denied into the program will not be added to the YDC waiting list. If the denial is appealed (under section **E**) and overturned, the date of placement on the waiting list will be backdated to the date of the original referral.

**D. Admission Packet**

Upon acceptance into the program the current commitment order and the signed form **CS-0206, Consent for Routine**

**Health Services For Minors**, must be forwarded to the YDC in order for the youth to be admitted to the program.

**E. Appeals**

Denial of the referral may be appealed by the referent in accordance with DCS Policy [18.34, Appeal of Placement Denials in Youth Development Centers and DCS Group Homes and/or Appeal of Terminations From DCS Group Homes](#).

**F. Youth Sentenced as Adults**

Referrals of youth transferred to adult court and convicted as adults, who are being housed by DCS in accordance with *TCA § 37-1-134 (h) or (j)*, will be made directly to DCS Central Placement.

**Forms**

**CS-0206      Informed Consent for Routine Health Services**

**Collateral Documents**

*None*

**Standards**

ACA 3-JTS-5B-02

ACA 3-JTS-5B-09

DCS Practice Model Standards - 6-508B

DCS Practice Model Standards - 8-306